

NAVAL STATION NORFOLK  
POLICY ON SEXUAL HARASSMENT

1. The Navy's policy on sexual harassment is zero tolerance. Sexual harassment is flagrantly contradictory to the core values of dignity, individual respect, standards of professionalism, and mission accomplishment. It is simply unacceptable behavior that will not be tolerated under any circumstances.

2. Sexual harassment is defined in SECNAVINST 5300.26B as: A form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. (This non-aggravated form of sexual harassment includes offensive jokes.)

Any military or civilian employee in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

3. Navy Regulations, Article 1166, expressly prohibits the following actions:

a. Sexual Harassment;

b. Taking reprisal action against a person who provides information on an incident of sexual harassment;

c. Knowingly making a false accusation of sexual harassment;

d. While in a supervisory or command position, condoning or ignoring sexual harassment of which he or she has knowledge or has reason to have knowledge.

#### 4. Action

a. Individuals who experience sexual harassment are encouraged to address their concerns or objections directly with the person demonstrating the unwelcome sexually harassing actions or speech. Individuals who believe they have been sexually harassed will be afforded multiple avenues or redress. The CMEC Officer is available for assistance in filing a sexual harassment complaint.

b. Individuals who are subjected to or observe objectionable behavior should notify the chain of command if:

(1) The objectionable behavior does not stop; or

(2) The situation is not resolved; or

(3) Addressing the objectionable behavior directly with the person concerned is not reasonable under the circumstances; or

(4) The behavior is clearly criminal in nature.

c. The chain of command and complaint investigators will take prompt and appropriate action and use careful judgment, sensitivity, and discretion when investigating complaints. Administrative as well as disciplinary action should be undertaken, as warranted.

d. Acts of reprisal, intimidation, or further acts of harassment will not be tolerated. Confidentiality will be maintained to the extent possible.

e. False claim of sexual harassment will be treated as seriously and in the same manner as are acts of sexual harassment.

f. Information is also available through the Navy's Sexual Harassment Advice and Counseling Line: 1-800-253-0931 (toll free) or DSN 224-2735

5. All hands are expected to understand, comply with, and enforce the standards of professionalism and behavior contained in this policy. Strong leadership by example is the key to promoting a positive, productive, and trusting work environment. Accordingly all personnel will receive annual training in sexual harassment prevention, identification, resolution, and elimination. All of us, whether military or civilian, male or female, victim or perpetrator, bear the responsibility to eradicate sexual harassment wherever and whenever encountered. We must all act aggressively to eliminate this form of discrimination.